

PugetSoundPartnership

our sound, our community, our chance

Fiscal and Contracts Coordinator

Exempt Recruitment Announcement

Position: Fiscal and Contracts Coordinator, full time
Salary: \$4500-\$6000 per month, DOQ and benefits
Location: Olympia, Washington
Posting Date: July 30, 2008
Closing Date: Open until filled

The Puget Sound Partnership is seeking a qualified candidate for the position of Fiscal & Contracts Coordinator. This position reports to the Director of Accountability and Budget of the Puget Sound Partnership.

AGENCY PROFILE

The Puget Sound Partnership was established as a state agency by the 2007 Legislature and the Governor to develop and implement an aggressive action agenda for restoring the health of Puget Sound by 2020. The Partnership is a new and dynamic organization charged with taking a collaborative and accountable approach to accomplishing its mission. It relies on the contributions of a variety of entities, including state, local, federal and tribal governments, community and environmental organizations, businesses, watershed and salmon recovery groups. To achieve its mission the Partnership must find new and different ways to engage the public in Puget Sound restoration efforts. The Partnership's work will require creativity, innovation and a wide variety of tools and approaches to engage, involve, educate and inform individuals and groups throughout the region. More information on the Partnership is available at our web site: <http://www.psp.wa.gov>.

POSITION OVERVIEW AND GOALS

The Fiscal and Contracts Coordinator will play a significant role in the daily fiscal operations of the Puget Sound Partnership. This position conducts the daily accounting and budgeting in accordance with Generally Accepted Accounting Principles (GAAP) (50% of time) and will oversee the Partnership's governmental contract administration (50% of time).

PRINCIPAL RESPONSIBILITIES

Fiscal: Responsible for assigning, tracking and projecting agency expenditures and budgets. Acts as agency liaison on accounting and allotment issues with the Office of Financial Management (OFM). Conducts financial reviews and analysis of fiscal data, grants or contracts in accordance with GAAP. Independently plan, coordinate and conduct fiscal, grants or contractual reviews of the more comprehensive fiscal or manual accounting systems in accordance with GAAP, statutes or regulations. Reviews, analyzes and prepares replies to Legislative Fiscal Notes. Assist in preparation of agency budget requests.

Contracts and Grants: Performs professional contract administration, including terms and conditions establishing reasonable cost levels, equitable fees and profits, reporting dates and alternative proposals; coordinates the evaluation of bids and proposals with specialists who are concerned with the scope of the program. Maintains all contract files. Maintains and monitors grant and contract budgets; assures compliance with grant and/or contract requirements. Administers grants/cooperative agreements with state and federal agencies.

KNOWLEDGE, SKILLS and ABILITIES

Successful candidate will have demonstrated knowledge, skills, and abilities in the following areas:

Fiscal:

- Generally Accepted Accounting Principles (GAAP);
- Preparing fiscal analyses and budget recommendations;
- Tracking, reporting and projecting agency budget, allotments and expenditures;
- Experience in using and developing FASTTRACK reports
- Performing specialized accounting activities in an accounts payable or receivable system;
- Interpreting and applying state and federal fiscal policies;
- Assisting in preparation of financial disclosure forms and federal assistance reports;
- Assisting in development of biennial and supplemental budget requests.
- Assisting in developing agency fiscal notes

Contracts and Grants:

- Monitoring, reviewing and auditing the accounting or fiscal aspects of contracts or grants to ensure contractual and fiscal compliance.
- Analyzing and responding to questions regarding compliance with fiscal or contract administrative requirements;
- Experience with complex contracts, interagency agreements, leases and letters of understanding to provide or obtain services or goods for the agency, including technical contract support activities such as contract cost/price analysis, contract compliance administration or contract property administration;
- Managing agency compliance/preparation for RFP/RFQ, or other competitive solicitations, in accordance with OFM regulations;
- Reviewing and prepares recommendations for budgetary actions facilitating grant and contract awards.
- Experience in administering federal grant agreements, particularly those with the U.S. Environmental Protection Agency.

DESIRABLE EDUCATION AND EXPERIENCE

A minimum of an Associates degree, Bachelor's degree preferred, which includes 18 quarter (or 12 semester) hours in accounting, auditing and/or budgeting and two to three years of relevant professional experience. Additional relevant professional experience may be substituted for the Bachelor's degree but not usually for the credit hours.

A Master's degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Governmental Financial Manager or Management Account can be substituted for professional experience.

APPLICATION PROCESS

Send a letter of interest describing relevant qualifications, a detailed résumé, and names of three professional references with phone numbers. Send information as soon as possible, this announcement will close as soon as a sufficient number of applications are received. Please send the information to:

Jim Cahill, Director of Accountability and Budget
Puget Sound Partnership
P.O. Box 40900
Olympia, WA 98504-0900

Electronic applications are encouraged (in PDF format). Applications will be screened and only those candidates who most closely meet the desirable education, skills, knowledge, and abilities will be interviewed. E-mail to jennifer.eberle@psp.wa.gov. If you need additional information please call (360) 725-5454 or 800-54-SOUND.

Application Deadline: This recruitment is open until filled. We reserve the right and may exercise the option to make a hiring decision at any time. Therefore, we encourage you to submit your application materials as soon as possible.

The Partnership is an Equal Opportunity Employer and encourages disabled and Vietnam era veterans, women, racial, and ethnic minorities, people with disabilities and persons over 40 years of age to apply. Persons of disability needing assistance in the application process, or those needing this job announcement in an alternative format may call (800) 833-6388.